
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 502.04	Page 1 of 4
	Effective Date: May 1, 2004	
	Distribution: B	
	Supersedes: 502.04 (12/1/00) PCN 02-55 (11/1/02)	
Approved by:  Subject: RULES BOOKS FOR INMATES		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606.
- II. PURPOSE: To require the publication of inmate rulebooks that will include relevant information and expectations placed on inmates.
- III. APPLICATION: To institutional employees and inmates, including those of privately managed facilities, and TRICOR.
- IV. DEFINITIONS: None.
- V. POLICY: Each inmate, upon initial entry into the correctional system, shall be issued a Tennessee Department of Correction (TDOC) Inmate Rules and Regulations book. Upon arrival at any institution, each inmate shall be issued an institutional Inmate Rules and Regulations book.
- VI. PROCEDURES:
  - A. Tennessee Department of Correction Inmate Rules and Regulations
    1. The information in the TDOC rulebook shall be broad and comprehensive in nature and applicable to all inmates. The rulebook shall contain, but not be limited to, the following information:
      - a. Table of contents
      - b. Introduction
      - c. Classification procedures
      - d. Prohibited acts and ranges of penalties
      - e. Disciplinary procedures
      - f. Work and job assignments
      - g. Access to counseling services
      - h. Inmate rights and privilege
      - i. Title VI
      - j. Activities

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- k. Sentence credits
- l. Grievance procedures
- m. Health services
- n. Grooming and hygiene standards
- o. Trust fund accounts
- p. Packages and personal property
- q. Mail procedures
- r. Telephone system
- s. Library services
- t. Visitation.
- u. Religious programs
- v. Procedures for reporting sexual misconduct, sexual harassment, or sexual abuse by staff or other persons as defined in Policy #305.03.

- 2. The commissioner shall approve the TDOC rulebook for publication and it shall be published under the commissioner's signature.
- 3. The Assistant Commissioner of Operations shall be responsible for the publication of the TDOC rulebook and shall ensure that it is annually reviewed by October 1 of each year and updated as necessary.

B. Institutional Inmate Rules and Regulations

- 1. Institutional rulebooks shall contain information regarding the subject areas listed in Section VI.(A) which are unique to the respective institution. Institutional rulebooks should not duplicate material printed in the TDOC Inmate Rules and Regulations book.
- 2. Each institutional rulebook shall be approved by the Assistant Commissioner of Operations and published under the warden's signature.
- 3. The warden shall ensure that the institutional rulebook is annually reviewed and updated as necessary by February 1 of each year.

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C. General Requirements:

1. Publication of inmate rulebooks shall be in compliance with Policy #109.01 and the TDOC MIS Procedures Manual.
2. A copy of each rulebook will be given to each inmate and made available to employees. The rulebook will be posted in conspicuous and accessible areas in the institution.
  - a. When an inmate is issued a copy of the TDOC and/or institutional rulebook, he/she will sign the Orientation Acknowledgment, CR-2110 or TOMIS report BI01D015. (See Policy #404.05.).
  - b. Upon subsequent revisions of the rulebook, each inmate will be provided a new copy upon request, and will acknowledge receipt by checking the appropriate box on CR-2110.
  - c. The completed acknowledgment form will be filed in the inmate's institutional record.
  - d. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator shall provide individual instructions regarding the contents.

VII. ACA STANDARDS: 4-4226, 4-4228, 4-4284, 4-4285, 4-4288.

VIII. EXPIRATION DATE: May 1, 2007.



**TENNESSEE DEPARTMENT OF CORRECTION  
ORIENTATION ACKNOWLEDGMENT**

\_\_\_\_\_  
INSTITUTION

INMATE NAME: \_\_\_\_\_ TDOC #: \_\_\_\_\_

I have completed the orientation program of this institution. I have been further advised of the programs, activities and privileges available to me.

I have been issued a copy of:

- ☐ TDOC INMATE RULES AND REGULATIONS
- ☐ INSTITUTIONAL RULES AND REGULATIONS
- ☐ SPECIFIC UNIT RULES AND REGULATIONS

I have been issued a **revised** copy of:

- ☐ TDOC INMATE RULES AND REGULATIONS
- ☐ INSTITUTIONAL RULES AND REGULATIONS
- ☐ SPECIFIC UNIT RULES AND REGULATIONS

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inmate Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date